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Invigilator's Signature :	

### CS/BHM/SEM-5/HM-512/2009-10 2009

## HUMAN RESOURCE PLANNING & DEVELOPMENT

Time Allotted: 3 Hours Full Marks: 70

The figures in the margin indicate full marks.

Candidates are required to give their answers in their own words as far as practicable.

## GROUP – A ( Multiple Choice Type Questions )

- 1. Choose the correct alternatives for the following:  $10 \times 1 = 10$ 
  - i) Human resource supply forecasting is a part of
    - a) job evaluation
    - b) human resource planning
    - c) job analysis
    - d) human resource information system.
  - ii) Job description is one of the outputs of
    - a) Job evaluation b) Job analysis
    - c) HR accounting d) HR audit.

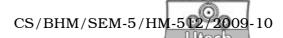
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- iii) Compensation package is based on
  - a) Job evaluation
  - b) Job analysis
  - c) HR accounting
  - d) HR information system.
- iv) Task analysis is done to
  - a) reduce the number of employees
  - b) reward the employees
  - c) identify the task and skill involved in a job
  - d) rotation of employees.
- v) HRD strategy is
  - a) reactive
- b) proactive
- c) parochial
- d) staff activity.
- vi) Human Resource Accounting is a part of
  - a) planning
- b) coordinating
- c) controlling
- d) optimisation.

- vii) HRD is
  - a) a systems approach
  - b) same as personnel management
  - c) only training and development
  - d) organisation development.



- viii) Succession planning is based on
  - a) potential appraisal only
  - b) performance appraisal and potential appraisal
  - c) performance appraisal only
  - d) none of these.
- ix) Markov Analysis is used in
  - a) HR Demand Forecasting
  - b) HR Supply Forecasting
  - c) HR Demand Supply Gap analysis
  - d) none of these.
- x) HRIS is an example of
  - a) Executive Information System
  - b) Transaction Processing System
  - c) Expert System
  - d) Artificially Intelligent System.

## GROUP – B ( Short Answer Type Questions )

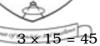
Answer any *three* of the following.  $3 \times 5 = 15$ 

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- 2. Bring out the differences between job analysis and job evaluation.
- 3. Write a note on Human Resource Accounting.
- 4. Point out the different methods of HR Demand Forecasting.
- 5. Write a short note on supply forecasting.
- 6. Write a short note on promotion and transfers.

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# GROUP – C ( Long Answer Type Questions ) Answer any three of the following.



- 7. Discuss about the process of HRP.
- 8. Point out the emerging trends in HRD with special reference to service industry.
- 9. a) Enumerate the different ways of forming an HRD department in Service Industry.
  - b) Describe the various components on HRIS.
- 10. Write a note on Skill Inventory.
- 11. Write what you know about Interview as recruitment process.

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